



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: January 28, 2010

POSITION: Staff Services Manager I /Assistant Personnel Officer
Permanent Full Time

SALARY: \$5079 - \$6127 Position Action # 910 - 271

LOCATION: CUIAB, Administrative Services/ Human Resources Division
2400 Venture Oaks Way, Suite 400, Sacramento, CA 95833

POSITION DESCRIPTION:

Under general direction from the Personnel Officer, the Staff Services Manager I / Assistant Personnel Officer plans, organizes, and directs all work within the Classification and Pay, Position Control, Recruitment and Exam units; supervises, trains and evaluates the performance of 3 professional level staff and two support staff who provide the full range of personnel services to CUIAB.

FUNCTIONS:

Supervise and provide training to three Associate Personnel Analysts in Personnel Services in the areas of Classification and Pay (C&P), Recruitment and Exams.

- **For C&P:** Provide final approval of Requests for Personnel Actions; ensure that all classification allocations are properly documented and fully justify the classification and level of the position; ensure compliance with the Department of Personnel Administration (DPA) Delegation Agreement; develop new CEA allocations and revise existing CEA allocations; perform studies and make recommendations for the resolution of classification and pay issues including the review and approval of all Hiring Above Minimum (HAM) requests, Out-of-Class requests, CEA allocations, exempt appointments, and exceptional allocations.
- **For Exams:** Oversee the planning and development of the Department's civil service exam process and annual exam calendar; serve as project leader on job analyses and audits.
- **For Recruitment:** Review and make decisions and/or recommendations on requests to fill vacancies or establish, reclassify or transfer positions; provide consultative services to departmental supervisors and managers pertaining to recruitment.
- **For Position Control:** Ensures position control documents are compliance with government code and control agency requirements; ensures the completion of the Header Report and the Abolished Position Reports, the annual update of the Schedule 8. Develops freehand scaled sketches and/or CADD drawings of space layouts used for costing and construction documents. Gathers data, including electrical, telephone, and equipment needs to develop an efficient space plan layout.
- Develop and maintain effective working relationships with managers, supervisors and employees; provide information and advice helpful to managers and supervisors in understanding and carrying out their personnel management responsibilities; advise and assist managers and supervisors in identifying and solving personnel management problems.

- Develop internal external policies and procedures necessary to ensure Departmental and divisional operational goals are met and are in conformance with applicable civil service laws, rules and regulations.
- Act as primary liaison to the State Personnel Board and the Department of Personnel Administration (DPA); act in place of the Personnel Officer in his/her absence; assist in the management of the Division's budgeted resources.

WHO SHOULD APPLY:

Persons who are currently in the class of Staff Services Manager I /Assistant Personnel Officer, or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: **California Unemployment Insurance Appeals Board**
Administrative Services, Attn: Susan Williams
2400 Venture Oaks Way, Suite 400, Sacramento, CA 95833

CONTACT: For more information about this position contact:
Elbia Jue, Personnel Officer (916) 263 - 8109

FINAL FILING: **February 4, 2010**

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.